

January 8, 2010

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

**1. Expense Report:**

A copy of my expense report for the period July to December 2009 was forwarded separately. I will appreciate Council formally recognizing receipt of this report.

**2. Contingency Transfer:**

At the December 9, 2009 meeting, Council unanimously approved a \$15,000 transfer from Contingency for replacement of the heating/cooling unit serving a portion of the Vehicle Maintenance Facility. The Board of Finance, at its Wednesday, December 16, 2009 meeting, also unanimously approved this transfer. Installation is complete and the unit operational.

**3. Addison Bog and Woodlands:**

Councilmember Osgood recently asked if a footbridge could be constructed over a low area near the western end of the Addison Bog and Woodlands. The footbridge is now in place. This is near the parking area serving athletic fields at the eastern end of the middle school campus.

**4. Building Demolition – Site Restoration:**

This will update you on work at the following Town-owned properties.

Arbor Acres: The hazardous materials assessment is complete and asbestos removal at various structures underway. This will be followed by demolition of approximately 9 coops, outbuildings and miscellaneous structures. This work will be performed by Highway Division staff over winter months. Approximately 2 larger structures will require contractual assistance to complete.

A Master Plan process for the Arbor Acres and former Grayledge Farms sites is starting. This will look to engage area residents in developing Master Plan concepts for both Town-owned sites. The master planning process will help with decision making concerning the 4 residential structures located along Marlborough Road acquired as part of the 75 acre Arbor Acres purchase.

Slocomb Parcel: This 21± acre parcel, including the 85,000± s.f. former Slocomb Mill, was purchased by the Town in the fall of 2007. A historical analysis was completed by Shoenhardt Architecture & Historical Services, Inc. and presented to Council in July 2009. The report concludes that the historical integrity of the building has been compromised through various additions, renovations and related work by prior owners.

There are some historically significant areas of the building that can be retained for interpretive purposes. I have provided the Historical Society with a copy of the Schoenhardt report.

In addition to the historical analysis, environmental review is complete with cost estimates in the \$200,000 range, consistent with pre-purchase estimates.

I expect to present a funding proposal for continued demolition, environmental remediation and site restoration at both sites as part of the coming year Capital Program.

**5. Open Space – Fee in Lieu:**

A question was asked at the December 9, 2009 meeting by Mr. Osgood concerning a regulation in Avon involving a fee in lieu of open space dedication. A copy of Avon's subdivision design standards is attached. This provides for a fee in lieu of open space dedication NOT TO EXCEED 10% of the land area and fair market value of the 10% land area prior to subdivision. The 10% cap is specified by the State enabling legislation – Section 8-25 of the Connecticut General Statutes. Current Glastonbury regulations are not subject to the 10% maximum donation with past practice resulting in open space dedications well above 10%.

**6. Annual Financial Report:**

A copy of the Comprehensive Annual Financial Report for the year ended June 30, 2009 is attached for your information. Council is asked to appoint 2 representatives for the annual audit exit interview. The interview is typically scheduled for the noon hour or late afternoon.

**7. Annual CIP Workshop:**

The annual Capital Improvement budget workshop is tentatively scheduled for 6:00 p.m. on Wednesday, January 20, 2010 at the Riverfront Community Center. The Capital Program will be forwarded prior to the 20<sup>th</sup> and presented in detail at the workshop.

**8. Police Officer of the Year:**

The annual Exchange Club "Police Officer of the Year" program is scheduled for the evening of Thursday, February 4<sup>th</sup>.

**9. Martin Luther King Jr. Celebration:**

Per the attached, the annual Martin Luther King Jr. Celebration is scheduled for Monday, January 18<sup>th</sup>.

**10. Salt Brine:**

As part of continuing operating efficiencies, Glastonbury is manufacturing salt brine for application to roads before winter storms. This supplements use of more costly Clear Lane De-Icer at a much reduced cost. Glastonbury is able to produce the salt brine for approximately \$0.27 per gallon including material, equipment, labor and equipment depreciation. Glastonbury is working in cooperation with the City of Hartford to provide the city with the Glastonbury produced salt brine at a cost commensurate with the \$0.27 per gallon referenced above and mark-up to cover additional Town costs. This represents a good example of inter-town cooperation.

**11. IdleRight:**

As you know, Glastonbury served as a test site for the IdleRight system. This system monitors battery voltage and automatically turns a Police vehicle on/off in support of various electrical systems without the need to idle a vehicle continuously. This most particularly applies to construction and other generally stationary assignments. This equipment is now installed at no cost on the Police patrol fleet.

**12. Minnechaug Golf Course:**

For the 2<sup>nd</sup> consecutive year, operations at Minnechaug Golf Course have exceeded the \$275,000 threshold under which the Town receives 10% of revenues above \$275,000. Glastonbury received \$8,495 in addition to the annual lease payment of \$35,000. This confirms the ongoing success of course operations in cooperation with Minnechaug Golf, LLC.

I will be happy to review the preceding and any other items Tuesday evening.

Sincerely,

Richard J. Johnson  
Town Manager

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